

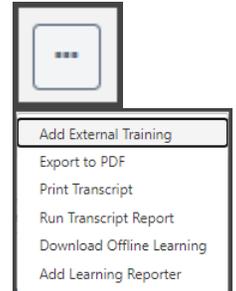


Add External Training

If your agency allows it, you may be able to add External Training to your Transcript.

1. Open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.
2. Select the **Ellipsis** button (three small dots) on the far right side of your training Transcript.
3. Select the **Add External Training** option from the dropdown menu.
4. Complete the External Training form.

Required fields: Course Title, Training Description, Training Dates, Training Hours, and Cost. If you have a copy of the completion certificate or training agenda, you can upload them in the Attachments section.



Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

* = Required

Language

Title *

Training Description

Institution

Training Dates

Schedule

Cost

Credits Earned

Training Hours
 Hours Minutes

Attachment(s)

Drag and drop files here or [Select a file](#)

5. Once the fields are completed, select the **Submit** button.

The training will remain in your *Active Transcript* until your supervisor *verifies and approves* it.